CR-3/2013

STAFF SELECTION COMMISSION

(GOVERNMENT OF INDIA)

CENTRAL REGION OFFICE

ADVERTISEMENT NO. CR-3/2013

FILE NO. 232/SSC-CR/3-2013-Rectt (SP)  CLOSING DATE: 06.12.2013
Applications are invited for following posts in various offices under Government of India falling within the jurisdiction of Staff Selection Commission (Central Region), Allahabad:

Applications are invited for the following posts in the format given at Appendix -I of this Advertisement.

Last date for receipt of application is 06.12.2013. Application received after the closing date will not be entertained.

**CAT-1:** One post of Senior Technical Assistant(Hydrogeology) in Central Ground Water Board, Faridabad.

**Vacancy:** 01 (UR) (Post is not identified suitable for PH candidates).

**Pay Scale:** PB-2 Rs. 9300-34,800 with G.P. 4600/- (revised) General Central Service, (Group 'B' Non Gazetted, Non-Ministerial).

**Age:** Not Exceeding 30 years (Relaxable up to 35 years to Central Govt. civilian employee having 3 years regular and continuous service).

**E.Q.:** Master’s Degree in Geology or Hydrogeology or Applied Geology from a recognized University or equivalent.

**DQ:** NIL

**J.R.:**

1. Monitoring the ground water regime in terms of quality and quantity in space and time along-with technical assistance to states to tackle the drought situations.

2. The official belonging to this discipline is required to take up studies like conjunctive use and artificial recharge project.
3. The data input and their analysis would also be taken up by these officials for carrying out mathematical modeling generating various scenarios for different Hydro geological situations for various ground water regime problems.

4. The official would also be needed for carrying out remote sensing and GIS studies.

I.P : - MER, PATNA , (with All India Service Liability).

**CAT-2:** One post of Senior Scientific Assistant(Geology) in M/o of Culture, O/o of the National Research Laboratory for Conservation of Cultural Property, Lucknow

Vacancy: 01 (UR) (Post is not reserved for PH candidates, but identified suitable for OH candidates with disability of the category OA, OL (One Arm, One Leg)

Pay Scale: PB-2, Rs. 9300-34800/- Plus Grade Pay of Rs. 4200/-
General Central Service, (Group 'B' Non Gazetted, Non-Ministerial).

Age: Not exceeding 30 years. (Relaxable up to 35 years to Central Govt. civilian employee having 3 years regular and continuous service)

E.Q.: 1. Master’s Degree in Geology from a recognized University or equivalent.

2. Two years experience in study of stone material by petrology.

D.Q. NIL

J.R. 1. To analyze materials of cultural property.

2. To conduct Research in conservation of Cultural property.

3. To collect reference and prepare technical reports and research paper.

I.P.: Lucknow (with All India Service Liability)

**CAT-3:** One post of Senior Scientific Assistant (Physics) in M/o of Culture, O/o of the National Research Laboratory for Conservation of Cultural Property, Lucknow
Vacancy: 01 (UR) (Post is not reserved for PH candidates, but identified suitable for OH candidates with disability of the category OA or OL (One Arm, One Leg)

Pay Scale: PB-2, Rs. 9300-34800/- Plus Grade Pay of Rs. 4200/- General Central Service (Group 'B' Non Gazetted, Non-Ministerial).

Age: Not exceeding 30 years. (Relaxable up to 35 years to Central Govt. civilian employee having 3 years regular and continuous service)

E.Q.: 1. Master’s Degree in Physics from a recognized University or equivalent.
2. Two year’s experience of analysis of Materials with instruments like scanning Electron Microscope, X-ray Fluorescence spectrometer, etc.

D.Q. NIL

J. R. 1. To analyze materials of cultural Property.
2. To conduct Research in conservation of Cultural Property.
3. To collect reference and prepare technical reports and research papers.

I.P.: Lucknow (with All India Service Liability)

CAT-4: One post of Senior Scientific Assistant (Monuments and Wall Paintings) in M/o of Culture, O/o of the National Research Laboratory for Conservation of Cultural Property, Lucknow

Vacancy: 01 (OBC) (Post is not reserved for PH, but identified suitable for OH candidates also with disability of the category OA or OL (One Arm, One Leg)

Pay Scale: PB-2, Rs. 9300-34800/- Plus Grade Pay of Rs. 4200/- General Central Service (Group 'B' Non Gazetted, Non-Ministerial).

Age: Not exceeding 30 years. Three years of Age relaxation in upper Age limit is available to OBC candidates. Further relaxation of 5 years in upper Age limit is available to Central Govt. Civilian Employee (OBC category having 3 years regular and continuous service.)
E.Q.: 1. Master’s Degree in Geology from a recognized University or equivalent.
2. Two year’s experience petrological and petrographical examination and analysis of minerals and stone.

OR

1. Master’s Degree in Chemistry of a recognized University or equivalent.
2. Two year’s experience of examination and analysis of plasters, concrete, paints etc.

D.Q. : Knowledge of French or German

J. R. : 1. To analyze materials of cultural Property.
2. To conduct Research in conservation of Cultural Property.
3. To collect reference and prepare technical reports and research papers.

I.P.: Lucknow (with All India Service Liability)

CAT-5: One post of Laboratory Attendant in M/o of Agriculture, O/o the National Seed Research & Training Centre, Varanasi.

Vacancy: 01- UR (Post is not reserved for PH, but identified suitable for PH candidates with disability of the category OL, LV, HH (One Leg, Low Vision and Hearing Handicapped)

Age: Between 18-27 years (Relaxable up to 40 years to Central Govt. civilian employee having 3 years regular and continuous service)

Pay Scale: PB-1, Rs. 5200-20,200 with Grade pay of Rs. 1900/- General Central Service (Group 'C' Non Gazetted, Non-Ministerial).

E.Q.: 1. 10+2 with Physics and Chemistry as Subject.
2. Experience of Laboratory work for one year in the Central Government or the State Government or the Union Territory Administrations or Autonomous Organizations or Public Sector Undertakings or Multinational/Reputed private seed companies.

D.Q. NIL
J. R. Laboratory Attendant will help the Seed Analyst in conducting various tests viz. Purity, Moisture, Germination, Tetrazolium, Genetic Purity etc., and arranging the necessary materials required for the tests and also for the preparation of store solutions etc., assisting in the Laboratory Maintenance.

He/She will maintain proper record of receipt of samples and forwarding them to the concerned Seed Analyst for their analysis. He will also perform seed testing like germination test, purity test, seed health test, seeding evaluation etc., and maintain the proper record in the Central Seed Testing Laboratory. He will also perform any other works as entrusted to him by the competent authority.

I.P.: NSRTC, Varanasi.(with All India Service Liability).

**CAT-6: One post of Horticulture Assistant Gr.I in O/o Dte. General Archaeological Survey of India, Horticulture Grade, Agra.**

Vacancy: UR-01, (Post is not identified suitable for PH).

Age: Between 18-28 years (Relaxable upto 40 years to Central Govt. civilian employee having 3 years regular and continuous service)

Pay Scale: PB-1, Rs. 5200-20,200 with Grade Pay Rs. 2800/- General Central Service (Group 'C' Non Gazetted, Non-Ministerial).

E.Q.: Master Degree in Agriculture with specialization in Horticulture or Master Degree in Horticulture or Floriculture or Pomology.

**OR**

B.Sc. Degree in Agriculture or Horticulture with 3 years service in the PB-1 5200-20200/- GP 2400/- and 5 years service in Grade Pay 1900/- in Govt. Organization ro semi Govt. or autonomous bodies.

D.Q. NIL

J.R. 1. Preparation of estimates for works in respect of monuments and new constructions pertaining to his jurisdiction as may be assigned to him by his superior officers.

2. Execution of works relating to Annual Maintenance and upkeep and Special Repairs to monuments and of such original works as may be assigned to him by his superior officers from time to time.
3. Inspection of monuments and sites under his charge and preparation of conservation and technical notes and drawings connected therewith.

4. Supervision of work relating to safety of monuments and of all staff placed under his control.

5. Preparation of Conservation Programmes, preliminary, revised or otherwise and compilation of all periodical statements of returns thereto including correspondence thereon.

6. Maintenance of all records registers etc. in respect of 1 to 5 above and conducting all correspondence thereof.

7. Such other works of a similar nature including maintenance of sculptures sheds, rest houses, canteen stalls etc. as may be assigned to him by his superior officers from time to time.

8. Any other work relating to this office/Branch and his job assigned by superior officers.

I.P.: Uttar Pradesh, Bihar, Uttaranchal (with All India Service Liability)

CAT-7: **One post of Senior Technical Assistant(Sugar Technology) in National Sugar Institute, Kanpur(U.P.)**

**Vacancy:** 01 (OBC) (The post is not identified suitable for PH candidates)

**Pay Scale:** PB-2 Rs. 9300-34800 with G.P. 4200/- (revised) General Central Service, (Group 'B' Non Gazetted, Non-Ministerial).

**Age:** Not Exceeding 30 years (Relaxable up to 35 years to Central Govt. civilian employee having 3 years regular and continuous service and 3 years for OBC candidate.).

**E.Q.:** Degree in Science/Engineering with Associateship in Sugar Technology awarded by National Sugar Institute, Kanpur

or

Post Graduate Diploma in Sugar Technology from a recognized University/Institution or equivalent.
DQ: 1. Practical Experience in a sugar factory as a manufacturing chemist or Research/Practical experience in a research institution of a Government organization.

2. Teaching experience

J.R.: 1. Regarding requirement, practical Experience in a Sugar Factory as a Manufacturing Chemist or Research/Practical Experience in a research Institution of a Government Organisation. The duties to the post involve teaching, research and to assist senior officers during advisory/extension visits.

I.P :- Kanpur , (with All India Service Liability).

Note: 1: Qualifications are relaxable at the discretion of the Staff Selection Commission, for reasons to be recorded in writing, in the case of candidates otherwise well qualified.

Note 2: the qualifications(s) regarding experience is/are relaxable at the discretion of the Staff Selection Commission for reasons to be recorded in writing in the case of candidates belonging to scheduled castes or scheduled tribe if at any stage of selection, the Staff Selection Commission is of the opinion that sufficient number of candidates from these communities possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

Note: Relaxation in upper age limit is applicable as per government instructions.
INSTRUCTIONS TO CANDIDATES:

1. ABBREVIATIONS USED:

2. FEE PAYABLE: Rs.50/- (Rupees fifty only). No fee for Woman candidates, Physically Handicapped, Scheduled Castes, Scheduled Tribes and ExS. However, no fee concession would be admissible to ExS who would otherwise be considered as general candidate in terms of para 6(B)(v) of Important Instructions. Such candidates would be required to pay the requisite fee. Fee concession is not admissible to sons, daughters, and dependents of ExS. Service clerks in the last year of their colour service are not exempted from payment of fee.

Note: Mode of payment of examination fee has been indicated in para 7 of Important Instructions.

3. MODE OF SELECTION: Candidates fulfilling the minimum prescribed qualifications will be shortlisted on the basis of their educational qualifications, academic records, percentage of marks etc, or through a screening test at the discretion of the Commission. Candidates, thus, selected may be required to undergo a written proficiency test wherever applicable/required or considered necessary by the Commission at its discretion.

   The Commission holds the discretion to fix different qualifying standards for different categories in the proficiency test wherever applicable. Candidates qualified on the basis of merit of proficiency test if any held, would be required to appear for Interview. Final select list would be prepared in order of merit as disclosed by the aggregate marks (marks of Proficiency Test wherever applicable and Interview/skill test as the case may be) finally awarded to each candidate taking into account the number of vacancies advertised and in that order so many candidates as are found suitable by the Commission would be recommended.

   Provided further that SC/ST and OBC candidates who are selected on their own merit without relaxed standards along with candidates belonging to other communities will not be adjusted against the reserved share of vacancies.

   The reserved vacancies will be filled up separately from amongst the eligible SCs, STs and OBCs which will thus comprise SC, ST and OBC candidates who are lower in merit than the last general candidate on merit list of unreserved category but otherwise found suitable for appointment even by relaxed standards.

4. HOW TO APPLY: Applications must be submitted in the format published in the Employment News/Rozgar Samachar dated .2013. The application form is available on the Regional Office website www.ssc-cr.org The applications should be submitted to the Regional Director as per the address given in the notice.

Note(1): Applications submitted on a format which is not exactly the same as published in the advertisement are liable to be rejected summarily.

Note (2): The Commission may consider conducting the screening test or Proficiency test wherever applicable for all the post(s) on the same date or different date(s) at its discretion.
5. DOCUMENTS TO BE ATTACHED WITH THE APPLICATION:

(i) Central Recruitment Fee Stamps of Rs.50/- affixed and clearly cancelled on the application form, so that the date of cancellation by the post office is clearly visible.
(ii) One recent passport size photograph to be pasted on the application.
(iii) Two self-addressed envelopes of 12 cms x 25 cms size, one of which should be affixed with postage stamps worth Rs.6/-.
(iv) Documents in support of claim of SC/ST/OBC/PH/Ex-S.
(v) Attested copies of certificates and mark statements pertaining to all the years showing age and educational qualifications. Candidates have the option to either self-attest the photo-copies of various documents to be submitted by them or to submit the copies of the documents duly attested by a Gazetted Officer. Any wrong attestation so as to mislead the Commission or to gain access to the recruitment would lead to criminal/debar action against the candidate, besides cancellation of the candidature. All original certificates will be checked at the time of Personality Test/Skill Test, as the case may be, and the candidature is subject to the result of such scrutiny.
(vi) Documents in support of claim of age relaxation (for categories not covered in item (vi) above).
(vii) Attested copies of experience certificates.
(viii) Candidates in Govt. service are to attach an undertaking that they have informed in writing their Head of Office/Department that they have applied for the post.

6. IMPORTANT INSTRUCTIONS:

(i) Candidates should note that only the Date of Birth as recorded in the Matriculation/Secondary Examination Certificate or an equivalent certificate as on the closing date of submission of application will be accepted by the Commission for determining the Age of eligibility and no subsequent request for its change will be considered or granted. Date of birth will be reckoned as on the normal closing date.

(ii) If necessary documents as mentioned in item 5 are not submitted along with the application, the application will be rejected summarily or at any stage of the recruitment process and no request for revival will be considered.

(iii) Incomplete or unsigned applications or applications without photograph or fee or applications received late will be rejected summarily. The Commission will not be responsible for postal delays.

(iv) The candidates may note that provisional certificates/mark sheets in support of age, educational qualifications signed by Principals of Colleges or Schools are not acceptable by the Commission. Attested copies of mark sheets/certificates signed/issued by University’s/Board’s competent officers need be submitted along with the applications.

(v) If a candidate has changed his/her name or dropped/added part of his/her name after Matriculation/SSC/Hr.Sec., he/she is required to submit an attested copy of Gazette Notification to the effect that he/she has changed his/her name after matric etc.. The changed name should also have been indicated in the Gazette Notification.

(vi) Wherever a proficiency test has been prescribed the Commission may, at its discretion, call for interview only such candidates who obtain a certain minimum marks in proficiency test as decided by the Commission.

(vii) Certificates in support of qualifications must have been obtained on or before closing date from recognized University/Institution. Degree/Diploma etc. obtained through open Universities/Distance education mode will not be accepted for the purpose of Educational Qualification unless it is recognized by Distance Education Council in terms of Min. of Human Resource Development Notification No. 44 dated 01/03/1995 published in gazette of India dated 08/04/1995 for the relevant period when the candidate acquired the relevant qualification.
(viii) The Commission may at its discretion fill more number of similar posts in the same Department which may fall vacant subsequent to this Notice, from the reserve panel, if any.

(ix) **Closing date:** Completed application forms should be received latest by **06.12.2013 (5.00 P.M.)**

6.(A) **AGE RELAXATION:**

The Upper age limit as prescribed in respect of each Category will be relaxable:-

(i) Up to a maximum of 5 years if a candidate belongs to a Scheduled Caste or a Scheduled Tribe category.

(ii) Up to a maximum of 3 years if a candidate belongs to OBC category in accordance with DP&T OM No. 43013/2/95-Estt(SCT) dated 25.01.1995 read with amendments made thereafter.

(iii) Up to a maximum of 10 years if the candidate is a physically handicapped person. For candidates belonging to SC/ST/OBC who are physically handicapped, the maximum age relaxation of 10 years permissible for physically handicapped shall be in addition to the age relaxation provided in terms of column (i) and (ii) above:

(iv) Up to a maximum of 5 years to candidates of Jammu and Kashmir who have ordinarily been domiciled in the State of Jammu and Kashmir during the period from 1.1.1980 to 31.12.1989 (Any person intending to avail of the aforesaid relaxation shall submit the certificate from either District Magistrate within whose jurisdiction he/she had ordinarily resided or any other authority so designated in this behalf by the Govt. of Jammu and Kashmir to the effect that he had ordinarily been domiciled in the State of Jammu and Kashmir during the period 01.01.1980 to 31.12.1989);

**NOTE:** Upper age is relaxable only for posts/vacancies reserved for categories like SC/ST/OBC. No such relaxation would be available for SC/ST/OBC candidates applying for UR posts/vacancies.

**NOTE-I:** Other Backward Class (OBC) for the purpose of Age Relaxation and Reservation will mean "Persons of OBC category not belonging to the Creamy Layer" as defined in Government of India, Department of Personnel & Training OM No. 36012/22/93-Estt. (SCT), dated 08.09.1993 and modified vide Govt. of India Deptt. of Personnel and Training OM No. 36033/3/2004-Estt(Res) dated 09.03.2004 and 14.10.2008.

**NOTE-II:** Candidates claiming the benefit of reservation under OBC category not covered under the Creamy Layer must ensure that they furnish the OBC certificate duly signed by the competent authority before or by the **Closing Date (06.12.2013)** in the FORMAT prescribed by the Commission in the **Notice as Appendix-IV & IV-(A).** Any deviation of the OBC Certificate from the prescribed format will not be accepted by the Commission and will lead such applications to be treated under General (UR) category. Representations from candidates for reconsideration of their category at subsequent stages of the recruitment will not be entertained. The Commission will however have the discretionary power to reduce/waive off any of the provisions in exceptional and deserving cases.

**Note-III:** The closing date for receipt of application will be treated as the date for OBC status of the candidate and also, for assuring that the candidate does not fall in the creamy layer. Candidate claiming OBC status may note that certificate on Creamy Layer Status should have been obtained within three years before the **closing date i.e. 06.12.2013.** The Commission has decided to accept OBC certificate, in the prescribed format, issued after the closing date but before the **last tier of the examination i.e., Interview/Skill Test/Computer Proficiency Test/Document Verification,** as the case may be, as valid proof of belonging to non-creamy layer of OBC.
6.(B) Age concession for Ex-S:
(i) FOR GROUP ‘B’ (Non-Gazzeted) Posts: The upper age limit shall be relaxed by the length of military service increased by three years in the case of Ex-Servicemen and Commissioned Officers including Emergency Commissioned Officers or Short Service Commissioned Officers.
(ii) FOR GROUP ‘C’ Posts: 03 years after deduction of the military service rendered from the actual age as on the Closing date (6 years for OBC & 08 years for SC/ST)

EXPLANATION: An Ex-Serviceman means a person who has served in any rank whether as a combatant or non-combatant in the Regular Army, Navy, Air Force of the Indian Union and:

(i) Who retired from such service after earning of his/her pension. This would also include persons who are retired/retire at their own request but after having earned their pension; or

(ii) Who has been released from such service on medical grounds attributable to military service / circumstances beyond his control and awarded medical or other disability pension; or

(iii) Who has been released, otherwise than on his own request from such service as a result of reduction in establishment, or

(iv) Who has been released from such service after completing the specified period of engagements, otherwise than at his own request or by way of dismissal or discharge on account of misconduct or inefficiency, and has been given a gratuity and includes personnel of the Territorial Army of the following categories namely:

(a) Pension holders for continuous embodied service,
(b) Persons with disability attributable to military service, and
(c) Gallantry award winners.

(v) Ex-servicemen who have already joined government job in civil side after availing the benefit given to them as ExS for their reemployment are eligible only for age concession. However, such candidates will not be eligible for the benefit of reservation for Ex-serviceman & would have to pay the requisite fee of Rs.50/- for this recruitment.

(vi) The period of call up Service of a ExS in the Armed Forces shall also be treated as service rendered in the Armed Forces for the purpose of para 6 (B) above.

(vii) For any servicemen of the three Armed Forces of the Union to be treated as Ex-Serviceman for the purpose of securing the benefits of age relaxation, he must have already acquired, at the relevant time of submitting his application for the Post, the status of Ex-Serviceman and/or is in a position to establish his acquired entitlement by documentary evidence from the competent authority that he would complete specified term of engagement from the Armed Forces and that he would be discharged/released within the stipulated period of one year from the CLOSING DATE (i.e. 06.12.2013) on completion of his assignment. The format of certificates/undertaking to be submitted by the candidates claiming the benefits/concessions as Ex-serviceman, are given in Appendix I & II.

NOTE: AGE CONCESSION IS NOT ADMISSIBLE TO THE SONS, DAUGHTERS AND DEPENDENTS OF EX-SERVICEMEN.

6(C) AGE RELAXATION FOR CENTRAL GOVERNMENT CIVILIAN EMPLOYEES:
The Upper age limit is relaxable as per Govt orders in force to the Central Government Civilian Employees who have rendered not less than 3 years continuous service on regular basis (and not on ad-hoc basis) as on closing date.

NOTE-1: The Central Government Civilian Employees should have rendered not less than 3 years continuous service on regular basis (and not on Ad-hoc basis) as on and should remain in Central Government service holding civil post in various Department/Offices of Government of India till the candidate receives offer of Appointment from the Office/Department where the candidate gets finally recommended for appointment.
NOTE-2: Central Govt. Civilian Employees claiming the benefit of age-relaxation as Central Govt. employee would be required to submit a Certificate (as per Appendix-V) by their office indicating length of service at the time of applying for the post to enable the Commission to decide their eligibility. They may send their applications directly to the Commission after intimating their Head of Office/Department and need not send another copy through proper channel. However, in case they decide to send Application through proper channel, they must ensure that the application complete in all respects, should reach Staff Selection Commission by the CLOSING DATE. Applications shall be rejected if received late and/or not complete in all respects as provided in rules.

SAVE AS PROVIDED ABOVE, THE AGE LIMITS PRESCRIBED SHALL IN NO CASE BE RELAXED.

6(D) IMPORTANT REQUIREMENT OF PH CERTIFICATE

(i) A disability certificate shall be issued by a Medical Board duly constituted by the Central and the State Government. The State Government may constitute a Medical Board consisting of at least 3 members, out of which, at least, one member shall be a Specialist from the relevant field.

(ii) The certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as ‘permanent’,

(iii) According to the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-Section (1) and (2) of Section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State government may constitute a Medical Board consisting of at least three members out of which at least one shall be a specialist in the particular field for assessing locomotor/hearing and speech disability, mental retardation and leprosy cured, as the case may be.

7. MODE OF PAYMENT OF FEES:

Candidates have to pay fee in the shape of CRFS. These stamps are available at all departmental Post Offices of the country. These stamps may be pasted on the application form in the space provided for the purpose. These CRFS must be got cancelled from the counter clerk of any post office including the post office of issue with the date stamp of post office in such a manner that the impression is clear and distinct to facilitate the identification of the date and the post office of issue at any subsequent stage. After getting the Recruitment fee stamps cancelled from the Post Office, the candidate may submit the application, complete in all respects to the Regional Office of the Commission in the usual manner after completing other formalities.

NOTE:

(i) Fee once paid will not be refunded under any circumstances.
(ii) Fee paid by cash, Bank Draft or Pay Order, IPO will NOT be accepted.

8. VACANCIES MENTIONED ABOVE ARE SUBJECT TO VARIATION:-

9. SC/ST candidates called for interview will be paid T.A. as per Govt. orders. No T.A. will be paid for screening test/proficiency test, if they are held on a day other than that of Interview.

10. Canvassing in any form will disqualify the candidate.

11. The job requirements of the post are indicated below the details of the post to facilitate the candidates to understand the main functions to be performed after appointment to the posts.
12. Submission of certificates in support of Essential Qualifications:

(a) Post(s) requiring proficiency in the relevant language as an essential qualification means that the candidate must have studied in that language/dialect up to Matric level and in case the relevant language/dialect is not taught as a subject in Matric, the said language/dialect must be the mother tongue of the candidate or he/she should have the working knowledge which shall be determined by the Staff Selection Commission.

(b) For posts where an experience in a particular field/discipline for a specified period has been indicated as an essential qualification, in such cases the candidates would submit a certificate in support of their claim of experience in that field/discipline.

NOTE:
(1) If the above documents/certificates are not furnished by the candidates along with their applications, their candidature is liable to be rejected summarily at any stage of the recruitment process.

(2) Only attested copies of certificates and mark sheets are required to be sent. Even the photocopies of certificates and mark sheets are required to be attested. The ORIGINAL CERTIFICATES/MARKSHEETS must not be sent with the application. Applicants, whose marks in essential qualification for the post are given in Grade Points instead of % mark, are required to submit a certificate from the concerned Board/University certifying the equivalent percentage marks obtained by them, failing which their application may be cancelled.

13. All candidates in Govt. Service whether in a permanent or in temporary capacity or as work charged employees other than casual or daily rated employees, or those serving under Public enterprises, will be required to submit an undertaking that they have informed in writing to their Head of Office/Department that they have applied for the post. These candidates may send their applications directly to the Commission after intimating to their Head of Office/Department and need not send another copy through proper channel. However, in case, they decide to send a copy through proper channel, they must ensure that the application, complete in all respects, reaches the Staff Selection Commission by the closing date. Applications shall be rejected if received late and/or not complete in all respects, as provided in the rules.

14. Candidates should note that in case a communication is received from their employer by the Commission withholding permission to the candidate applying to appear at the Proficiency Test/Screening Test/Interview, their applications shall be rejected/candidature shall be cancelled.

15. No person

(a) who has entered into or contracted a marriage with a person having spouse living; or

(b) who having a spouse, living has entered into or contracted a marriage with any person, shall be eligible for appointment to service.

Provided that Central Government may, if satisfied that such marriage is permissible under the personal law applicable to such person and the other party to the marriage and there are other grounds for so doing, exempt any person from the operation of this rule.

16. A candidate must be in good mental and physical health and free from any physical defect likely to interfere with the efficient discharge of his duties as an officer of the service. A candidate who after such medical examination as may be prescribed by the competent authority, is found not satisfying these requirements, will not be appointed.

17. Any dispute in regard to this recruitment will be subject to Courts/Tribunals having jurisdiction over the place of the Regional Office of the Staff Selection Commission, where the candidate has submitted the application, is situated.
18. Candidates must submit separate applications and pay the fee separately for each category of post in case they wish to apply for more than one category of posts. Candidates should also note that one envelope should contain only one application of one candidate only.

19. The application, complete in all respects, should reach the Regional Director (As per address given below) by 06.12.2013. In the case of candidates residing in Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Tripura, Nagaland, Sikkim, Jammu & Kashmir, Lahaul & Spiti District and Pangi Sub-division of Chamba district of Himachal Pradesh, Andaman & Nicobar Islands, Lakshadweep and for candidates residing abroad their closing date for receipt of application would be 13.12.2013. Application shall be rejected if received late and/or not complete in all respects as provided in the rules.

Address to which the applications to be sent:

The Regional Director (CR), Staff Selection Commission,
21-23 Lowther Road, Allahabad-211002

20. The envelop containing the application must be supercribed in bold letters as “APPLICATION FOR THE POST OF ………………………………………. ADVERTISED VIDE CATEGORY NO………………………………….. OF ADVT. NO. CR-3/2013.

21. The Commission will have discretion to fill up more vacancies in equivalent/comparable posts from this advertisement.

INSTRUCTIONS FOR FILLING UP APPLICATION FORM FOR SELECTION POSTS

1. It may be noted that the Commission uses Common application form for all its recruitments. Please go through the notice for the recruitment and also these instructions carefully before applying for any of the posts mentioned in the notice. You must satisfy yourself that you are eligible for the post for which you are applying.

2. Use only blue/black pen for filling up the Application Form.

3. Instructions have been given for most items in the application itself which should be gone through carefully before filling up the boxes. For items for which instructions are not available or require further clarification, further instructions given below may be gone through carefully.

4. Column 10 may be filled up carefully, Ex-servicemen candidates are also required to fill up columns 10 and 10.1.

5. PH candidates are required to fill up Columns 10, 11, 11.1, 16 and 16.1 as may be applicable. The Commission may decide to hold screening/skill test for certain posts and therefore, VH candidates should fill in columns 16 and 16.1.

6. Column no. 12.1 – (Refer Appendix-VIII of the notification for filling up this column).

7. Column No.12.2 – Age as on normal closing date for receipt of applications should be indicated.

8. Column No.13: Not relevant to this advertisement.

9. Column 17 Educational Qualifications: The list of Educational Qualifications and subjects mentioned in Appendix VII is not exhaustive. Candidate who possess any educational qualifications or studied any subject other than those mentioned in the list at Appendix VII may use ‘Others’ for qualification and/or subject code.
10. Candidate should read carefully the Essential Qualification required for the post for which they are applying and ensure that they fulfil the same. **Documents (certificate and mark statement) in support of Essential Qualification should invariably be furnished along with the application form failing which the application will be summarily rejected.**

11. **Column No.19**: Write your complete communication address including your Name in English in capital letters or in Hindi with blue/black pen. Do not forget to write 6 digit PIN in boxes.

12. **Column 20**: Paste your recent photograph of size 4cmx5cm. **Do not staple and do not get the photo attested**. Please note that your application shall be rejected summarily without photograph.

13. **Column No.21 and 22**: Please do sign in running hand. Unsigned applications will be rejected. Variations in the signature will render the application liable to be rejected.
2. Whether Ex-Serviceman (Write 2 Ex-Servicemen)  

10. Whether PH? (Write Yes, No)  

11.1. If Yes, indicate Code: PH if yes, indicate medium. 

12. Whether seeking Age relaxation? (Write Yes, No)  

12.1. If yes, indicate Code: Write 1 Yes, No No. 

12.2. Age as on normal closing date (Write two digits) (Write 1 Yes, No)  

13. Preference for Posts (Write 1, 2, 3, 4, 5, 6, 7, 8, 9, 10)  

14. Length of Service (in Years) (Write 1 Yes, No)  

15. Whether belong to Minority Communities as per Govt. Orders (Write Yes, No)  

16.1. If yes, indicate medium. 

17. Educational Qualification Code  

18. Name of the organisation(s)  

19. Address: Write your complete Communication Address including your Name in English Capital Letters or Hindi with Blue or Black Ball Pen. 

20. Photograph  

21. Signature of Candidate (Only in running Hand)
22. **Declaration**

I hereby declare that I am a Central Govt. Civilian Employee and completed 5 years regular service or regular length of service stipulated in the Notice of the examination on or before date of closing of submitting application form given in the Notice.

I hereby declare that I am in possession of OBC Certificate in the prescribed format given in the Notice of the examination.

I hereby declare that all statements made in this application are true, complete and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/omitted or incorrect or ineligible being detected before or after the examination, my candidature / appointment is liable to be cancelled.

**Signature of Candidate**

*Strike off this sentence if not applicable.*
APPENDIX – I

Form of certificate for serving Defence Personnel (please see para 6 (B) of Notice)

I hereby certify that, according to the information available with me (No.)________________
(Rank)___________________________(Name)______________________________ is due to complete the specified term of his engagement with the Armed Forces on the (Date)____________________________.

Place:                            Signature of Commanding Officer
Date :        Office Seal:

APPENDIX – II

Undertaking to be given by the candidates covered under para 6 (B) of Notice

I understand that, if selected on the basis of the recruitment/examination to which the application relates, my appointment will be subject to my producing documentary evidence to the satisfaction of the appointing authority that I have been duly released/retired/discharged from the Armed Forces and that I am entitled to the benefits admissible to Ex-Servicemen in terms of the Ex-Servicemen (Re-employment in Central Civil Services and Posts) Rules, 1979, as amended from time to time.

I also understand that I shall not be eligible to be appointed to a vacancy reserved for Ex-S in regard to the recruitment covered by this examination, if I have at any time prior to such appointment, secured any employment on the civil side (including Public Sector Undertakings, Autonomous Bodies/Statutory Bodies, Nationalised Banks, etc.) by availing of the concession of reservation of vacancies admissible to Ex-S.

Place:                             Signature of Candidate
Date :
FORMAT FOR SC/ST CERTIFICATE

A candidate who claims to belong to one of the Scheduled Caste or the Scheduled Tribes should submit in support of his claim an attested/certified copy of a certificate in the form given below, from the District Officer or the Sub-Divisional Officer or any other officer as indicated below, of the District in which his parents (or surviving parent) ordinarily reside, who has been designated by the State Government concerned as competent to issue such a certificate. If both his parents are dead, the officer signing the certificate should be of the district in which the candidate himself ordinarily resides otherwise than for the purpose of his own education. Wherever photograph is an integral part of the certificate, the Commission would accept only attested photocopies of such certificates and not any other attested or true copy.

(The format of the certificate to be produced by Scheduled Castes and Scheduled Tribes candidates applying for appointment to posts under Government of India.)

This is to certify that Shri/Smt/Kumari* ____________ son/daughter of ____________________________ of village/town* ____________ in District/Division* ____________ of the State/Union Territory* ____________ belongs to the ____________ Caste/Tribe* which is recognised as a Scheduled Caste/Scheduled Tribe* under :-

The Constitution (Scheduled Castes) Order, 1950
The Constitution (Scheduled Tribes) Order, 1950
The Constitution (Scheduled Castes) Union Territories Order, 1951 *
The Constitution (Scheduled Tribes) Union Territories Order, 1951 *
As amended by the Scheduled Castes and Scheduled Tribes Lists (Modification) Order, 1956, the Bombay Reorganisation Act, 1960 & the Punjab Reorganisation Act, 1966, the State of Himachal Pradesh Act 1970, the North-Eastern Area (Reorganisation) Act, 1971 and the Scheduled Castes and Scheduled Tribes Order (Amendment) Act, 1976,
The Constitution (Jammu & Kashmir) Scheduled Castes Order, 1956
The Constitution (Andaman & Nicobar Islands) Scheduled Tribes Order, 1959 as amended by the Scheduled Castes and Scheduled Tribes order (Amendment Act), 1976*
The Constitution (Dadra and Nagar Haveli) Scheduled Castes Order, 1962
The Constitution (Dadra and Nagar Haveli) Scheduled Tribes Order, 1962 @
The Constitution (Pondicherry) Scheduled Castes Order, 1964 @
The Constitution (Scheduled Tribes) (Uttar Pradesh) Order, 1967 @
The Constitution (Goa, Daman & Diu) Scheduled Castes Order, 1968 @
The Constitution (Goa, Daman & Diu) Scheduled Tribes Order, 1968 @
The Constitution (Nagaland) Scheduled Tribes Order, 1970 @
The Constitution (Sikkim) Scheduled Castes Order, 1978 @
The Constitution (Sikkim) Scheduled Tribes Order, 1978 @
The Constitution (Jammu & Kashmir) Scheduled Tribes Order, 1989 @
The Constitution (SC) Orders (Amendment) Act, 1990 @
The Constitution (ST) Orders (Amendment) Ordinance, 1991 @
The Constitution (ST) Orders (Second Amendment) Act, 1991 @
The Constitution (ST) Order (Amendment) Ordinance, 1996 @

% 2 Applicable in the case of Scheduled Castes, Scheduled Tribes persons who have migrated from one State/Union Territory Administration.

This certificate is issued on the basis of the Scheduled Caste/ Scheduled Tribes Certificate issued to Shri/Shrimati* ____________ Father/Mother* ____________ of Shri/Shrimati/Kumari* ____________ of village/town* ____________ in District/Division* ____________ of the State/Union Territory* ____________ who belong to the ____________ Caste/Tribe which is recognised as a Scheduled Caste/Scheduled Tribe in the State/Union Territory* issued by the ____________ dated ____________.
%3. Shri/Shrimati/Kumari and/or* his/her* family ordinarily reside(s) in village/town* __________________________ of District/Division* ______________ of the State/Union Territory* of ____________________

Signature ______________________________________

Designation ______________________________________
(with seal of office)
State/Union Territory*
Place ________________
Date ________________

* Please delete the words which are not applicable
@
@ Please quote specific Presidential Order
% Delete the paragraph which is not applicable.

NOTE: The term ordinarily reside(s) used here will have the same meaning as in section 20 of the Representation of the People Act, 1950.

List of authorities empowered to issue Caste/Tribe Certificates:
Chief Presidency Magistrate/Additional Chief Presidency Magistrate/Presidency Magistrate.
Revenue Officers not below the rank of Tehsildar.
Sub-Divisional Officers of the area where the candidate and/or his family normally resides.

NOTE: ST candidates belonging to Tamil Nadu state should submit caste certificate ONLY FROM THE REVENUE DIVISIONAL OFFICER.
(FORMAT OF CERTIFICATE TO BE PRODUCED BY OTHER BACKWARD CLASSES APPLYING FOR APPOINTMENT TO POSTS UNDER THE GOVERNMENT OF INDIA)

This is to certify that Shri/Smt./Kum. _______________________________ Son/Daughter of Shri/Smt. _______________________________ of Village/Town _______________________________ District/Division _______________________________ in the _______________________________ State belongs to the _______________________________ Community which is recognized as a backward class under:


iv) Resolution No. 12011/96/94-BCC dated 09/03/1996.


vi) Resolution No. 12011/13/97-BCC dated 03/12/1997.


Shri/Smt./Kum. _______________________________ and/or his/her family ordinarily reside(s) in the _______________________________ District/Division of the _______________________________ State.

This is also to certify that he/she does not belong to the persons/sections (Creamy Layer) mentioned in Column 3 of the Schedule to the Government of India, Department of Personnel & Training O.M. No. 36012/22/93-Estt.(SCT) dated 08/09/1993, and modified vide Department of Personnel and Training OM No. 36033/3/2004 Estt. (Res.), dated 9.3.2004 and 14.10.2008.

Dated : _______________________________ District Magistrate or Deputy Commissioner, etc.

Seal: _______________________________
NOTE-I:

(a) The term ‘Ordinarily’ used here will have the same meaning as in Section 20 of the Representation of the People Act, 1950.

(b) The authorities competent to issue Caste Certificate are indicated below:

(i) District Magistrate / Additional Magistrate/ Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / Ist Class Stipendiary Magistrate / Sub-Divisional Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (not below the rank of Ist Class Stipendiary Magistrate).

(ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate.

(iii) Revenue Officer not below the rank of Tahsildar; and

(iv) Sub-Divisional Officer of the area where the candidate and / or his/her family resides.

NOTE-II: The closing date for receipt of application will be treated as the date of reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC Certificate in the format prescribed for Central Government jobs as per Appendix-IV issued by the competent authority on or before the Closing Date as stipulated in the Notice.
For OBC Candidates only

I,……………………………….. son/daughter of Shri ……………………….. resident of village/town/city ……… district ………. State …………..hereby declare that I belong to the ………….. community which is recognized as a backward class by the Government of India for the purpose of reservation in services as per orders contained in Deptt. Of Personnel and Training Office Memorandum No. 36012/22/93-Estt.(SCT), dated 8.9.1993. It is also declared that I do not belong to persons/sections(Creamy Layer) mentioned in Column 3 of the Schedule to the above referred Office Memorandum, dated 8.9.1993 which is modified vide Department of Personnel & Training office Memorandum No. 36033/3/2004-Estt.(Res.) dated 9.3.2004 and 14.10.2008.

Signature of Candidate

Place : …………………..                    (Application not signed by the candidate will be rejected.)

Note:- The closing date for receipt of application will be treated as the date reckoning for OBC status of the candidate and also, for assuming that the candidate does not fall in the creamy layer. The candidate should furnish the relevant OBC certificate in the format prescribed for Central Government Jobs as per Appendix-IV issued by the competent authority on or before the closing date stipulated in the Notice.
Form of certificate to be submitted by Central Government Civilian Employee seeking age – relaxation

(Please see para 6(C) of the Notice)

(To be filled by the Head of the Office or Department in which the candidate is working)

It is certified that Shri/Smt/Km.________________________ is a Central Government employee holding the post of __________________________ in the pay scale of Rs.________________ with 3 years regular service in the grade as__________________________

Signature_________________________

Name__________________________

Office Seal_____________________

Place: __________________

Date:____________________
NAME & ADDRESS OF THE INSTITUTE/HOSPITAL

Certificate No. ........................................... Date ...........................................

DISABILITY CERTIFICATE

This is certified that Shri/Smt/Kum .................................................. Son/wife/ daughter of
Shri .................................................. age .................. Sex..................
identification mark(s) ....................... is suffering from permanent disability of following category:-

Locomotor or cerebral palsy:
(i) BL – Both legs affected but not arms.
(ii) BA-Both arms affected
   (a) Impaired reach
   (b) Weakness of grip
(iii) BLA-Both legs and both arms affected
(iv) OL-one leg affected (right or left)
   (a) Impaired reach
   (b) Weakness of grip
   (c) Ataxic
(v) OA-One arm affected
   (a) Impaired reach
   (b) Weakness of grip
   (c) Ataxic
(vi) BH- Stiff back and hips (cannot sit or stoop)
(vii) MW-Muscular weakness and limited physical endurance.

B. Blindness or Low Vision:   (i) B-Blind
   (ii) PB-Partially Blind

C. Hearing Impairment :   (i) D-Deaf
   (ii) PD-Partially Deaf

(DELETE THE CATEGORY WHICHEVER IS NOT APPLICABLE)

2. This condition is progressive/non-progressive/likely to improve/not likely to improve.
Reassessment of this case is not recommended/is recommended after a period of ................. years
.............months. *

3. Percentage of disability in his/her case is .............................................. Percent.

4. Shri/Smt/Kum ....................... meets the following physical requirements for discharge
   of his/her duties:-
   (i) F-can perform work by manipulating with fingers Yes/No
   (ii) PP-can perform work by pulling and pushing Yes/No
   (iii) L-can perform work by lifting Yes/No
   (iv) KC-can perform work by kneeling and crouching Yes/No
   (v) B-can perform work by bending Yes/No
   (vi) S-can perform work by sitting Yes/No
   (vii) ST-can perform work by standing Yes/No
   (viii) W-can perform work by walking Yes/No
   (ix) SE-can perform work by seeing Yes/No
   (x) H-can perform work by hearing/speaking Yes/No
   (xi) RW-can perform work by reading and writing Yes/No

Affix here recent attested photograph showing the disability duly attested by the chairperson of the Medical Board
* Strike out which is not applicable.

Note: IMPORTANT REQUIREMENT OF PH CERTIFICATE

(i) A disability certificate shall be issued by a Medical Board duly constituted by the Central and the State Government. The state government may constitute a Medical Board consisting of at least 3 Members out of which, at least, one Member shall be a Specialist from the relevant field.

(ii) The Certificate would be valid for a period of 5 years for those whose disability is temporary. For those who acquired permanent disability, the validity can be shown as 'permanent'.

(iii) According to the Persons with Disabilities (Equal Opportunities Protection of Right and full Participation) Rules, 1996 notified on 31.12.1996 by the Central Government in exercise of the powers conferred by sub-section (1) and (2) section 73 of the Persons with Disabilities (Equal Opportunities, Protection of Right and full Participation) Act, 1995 (1 of 1996), authorities to give disability Certificate will be a Medical Board duly constituted by the Central and the State Government. The State Government may constitute a Medical Board consisting of at least three members out of which, at least one shall be a specialist in the particular field for assessing locomotor/visual including low vision/hearing and speech disability, Mental retardation and leprosy cured, as the case may be.
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<td>10</td>
<td>For Group “C” posts</td>
</tr>
<tr>
<td></td>
<td>Ex-Servicemen (Unreserved/General)</td>
</tr>
<tr>
<td>11</td>
<td>Ex-Servicemen (OBC)</td>
</tr>
<tr>
<td>12</td>
<td>Ex-Servicemen (SC &amp; ST)</td>
</tr>
<tr>
<td>13</td>
<td>For Group “B” Posts</td>
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<tr>
<td></td>
<td>Central Govt. Civilian Employees*(General/unreserved)* who have rendered not less than 3 years regular and continuous service as on closing date.</td>
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<tr>
<td>14</td>
<td>Central Govt. Civilian Employees*(OBC)* who have rendered not less than 3 years regular and continuous service as on closing date.</td>
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<tr>
<td>15</td>
<td>Central Govt. Civilian Employees*(SC/ST)* who have rendered not less than 3 years regular and continuous service as on closing date.</td>
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<tr>
<td>16</td>
<td>For Group “C” posts</td>
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<tr>
<td></td>
<td>Central Govt. Civilian Employees (General/Unreserved) who have rendered not less than 3 years regular and continuous service as on closing date.</td>
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<tr>
<td>17</td>
<td>Central Govt. Civilian Employees (OBC) who have rendered not less than 3 years regular and continuous service as on closing date</td>
</tr>
<tr>
<td>18</td>
<td>Central Govt. Civilian Employees (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date.</td>
</tr>
<tr>
<td>19</td>
<td>Candidates who had ordinarily been domiciled in the State of Jammu &amp; Kashmir (Unreserved/General)</td>
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<tr>
<td>20</td>
<td>Candidates who had ordinarily been domiciled in the State of Jammu &amp; Kashmir (OBC)</td>
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<tr>
<td>21</td>
<td>Candidates who had ordinarily been domiciled in the State of Jammu &amp; Kashmir (SC/ST)</td>
</tr>
<tr>
<td>22</td>
<td>Departmental candidates (UR) who have rendered not less than 3 years regular and continuous service as on closing date</td>
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<tr>
<td>23</td>
<td>Departmental candidates (OBC) who have rendered not less than 3 years regular and continuous service as on closing date</td>
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<tr>
<td>24</td>
<td>Departmental candidates (SC/ST) who have rendered not less than 3 years regular and continuous service as on closing date</td>
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</tbody>
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